

BOARD BILL # 295 INTRODUCE BY ALDERMAN STEPHEN GREGALI

An ordinance to repeal Ordinance #66279, approved July 7, 2004, relating to the number and salaries of the Treasurer's Office and to enact in lieu thereof certain new sections relating to the same subject matter and containing an emergency clause.

BE IT ORDAINED BY THE CITY OF ST. LOUIS, AS FOLLOWS:

SECTION ONE. Ordinance 66279, approved July 7, 2004 is hereby repealed.

SECTION TWO. The following positions of the Treasurer's Office whose duties shall be those indicated by their respective titles and codes, are hereby allocated as listed below and adopted as the classification of the Treasurer's Office:

Class Title	Code	Grade
Administrative Assistant IV	1184	17M
Deputy Treasurer	1185	17M
Chief Fiscal Officer	1183	17M
Accounting Manager I	1445	15M
Investment Specialist	1182	14G
Investment Control Accountant II	1183	14G
Investment Control Accountant I	1180	13G
Account Clerk III	1159	11G
Administrative Clerk II	1162	11G
Secretary III	1133	11G
Account Clerk II	1142	10G
Secretary II	1132	10G
Cashier	1190	9G
Clerk/Secretary III	1133	9G
Administrative Clerk I	1161	9G
Clerk IV	1114	9G
Payroll Clerk	1121	9G
Secretary I	1131	8G
Account Clerk I	1193	8G
Clerk/Secretary II	1132	8G

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Clerk III	1113	7G
Clerk/Secretary I	1131	6G
Clerk II	1112	6G
Clerk I	1111	5G

SECTION THREE. Pay Schedule.

(a) There is hereby adopted as the compensation schedule for all grades established in Section Two of this ordinance, the following ranges of salary, beginning with the bi-weekly pay period starting December 24, 2006.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

GRADE	MINIMUM	MAXIMUM
5	650	975
6	708	1062
7	772	1158
8	842	1262
9	917	1375
10	999	1500
11	1090	1635
12	1188	1782
13	1314	1973
14	1512	2268
15	1738	2609
16	2000	2999

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1	17	2300	3450
2	18	2644	3968
3	19	3042	4563
4	20	3499	5247
5	21	3778	5667
6	22	4080	6120
7	23	4406	6611

8 **SECTION FOUR.** Starting Salary

9 The minimum rate of pay for a position shall be paid upon original appointment to the
10 class, unless the appointing authority finds that it is impractical to recruit employees with
11 adequate qualifications at the minimum rate

12 If an advanced starting salary is necessary, the City Treasurer(hereinafter referred to as
13 the “appointing authority”) may establish a recruitment rate for a single position or all positions
14 in a class and authorized employment at a figure above the minimum but within the regular range
15 of salary established for the class.

16 **SECTION FIVE.** Promotion, Demotion, Reallocation and Transfer

17 An employee who is transferred, promoted, demoted, or whose position is reallocated after
18 the effective date of this ordinance, shall have his or her rate of pay for the new position determined
19 as follows:

20 (a) Promotion: This shall be defined as a change of an employee from a position of one
21 class to a position of another class with a higher pay grade.

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1 (1) When an employee is promoted to a position in the General and Management
2 Schedule which is only one grade higher, the employee's salary shall be set at a rate which is five
3 percent (5%) higher than the rate received immediately prior to promotion. An appointing authority
4 may approve up to a twenty percent (20%) salary adjustment when such action is needed to attract
5 experienced, qualified candidates for a position. Such salary determination shall take into
6 consideration the nature and magnitude of the accretion of duties and responsibilities resulting from
7 the promotion. However, no employee shall be paid less than the minimum rate nor more than the
8 maximum rate for the new class of position.

9 (b) Demotion: This shall be defined as a change of an employee from a position of one
10 class to a position of another class which has a lower pay grade.

11 (1) If an employee is demoted for disciplinary reasons his or her rate of pay shall be
12 established at a rate within the range for the new position to be determined by the appointing
13 authority.

14 (2) If an employee accepts a voluntary demotion, his or her rate of pay shall be reduced
15 to a rate within the range for the new position which is five percent (5%) lower than the rate received
16 immediately prior to demotion. However, no employee shall be paid less than the minimum nor
17 more than the maximum rate for the new class of position.

18 (c)Reallocation:

19 (1) The salary of an employee which is in excess of the maximum of the range prescribed
20 by this ordinance for the class and grade to which his or her position has been allocated or may be
21 reallocated shall not be reduced by reason of the new salary range and grade. The salary of such

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1 employee shall not be increased so long as he or she remains in the class of position, except as
2 otherwise provided by this ordinance.

3 (2) If the employee's position is reallocated to a class in a lower pay grade and the rate
4 of pay for the previous position is within the salary range of the new position, his or her salary shall
5 remain unchanged.

6 (3) The salary of an employee whose position is allocated to a class in a higher pay grade
7 shall be determined in accordance with the provisions of this Section 5(a)(1) relating to salary
8 advancement on promotion.

9 (d) Transfer: The salary rate of an employee who transfers to a different position in the
10 same class, or from a position in one class to a position in another class in the same pay grade, shall
11 remain unchanged, provided that no employee shall be paid less than the minimum rate nor more
12 than the maximum rate for the new class of position, except as otherwise provided in this ordinance.

13 **SECTION SIX. Salary Adjustment**

14 Salary adjustments for all employees shall be based on considerations of merit, equity, or
15 success in fulfilling predetermined goals and objectives as herein provided:

16 (a) A decrease in the salary range for poor performance of the duties of the position or
17 for job performance which does not warrant continued pay at an advanced rate in the salary range
18 shall be made in accordance with standards established by the appointing authority.

19 (b) The appointing authority may adjust the salary of an employee whose salary is
20 established in this ordinance only at intervals as described above except in the case of:

21 (1) Exceptional performance of duties:

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1 The appointing authority of an employee who demonstrates exceptional performance of
2 duties or outstanding qualifications may, advance the employee by not more than ten
3 percent(10%)after twenty-six weeks of employment at the same rate in the salary range.

4 (2) Substandard performance of duties:

5 The appointing authority of an employee whose level of performance is significantly
6 diminished and no longer warrants payment at the current rate within the range may be decreased
7 to a lower rate in the salary range.

8 (c) The pay of any employee may be decreased as a disciplinary action by an appointing
9 authority to a lower rate or step within a salary range. The decrease shall not be greater than fifteen
10 percent (15%) of the current salary rate. In no case shall the decrease be below the minimum of the
11 pay range for the class. The appointing authority may determine that the pay decrease shall be
12 effective for a specific number of bi-weekly pay periods, providing, however, that such decrease
13 shall not be effective for more than twenty-six (26) weeks.

14 (d) For the purpose of computing earnings and length of service for salary advancement, the
15 time shall start with the Sunday preceding all appointments effective on Monday. Absence from
16 service in the armed forces, and leaves of absence for study to improve performance of City job will
17 not interrupt continuous service. Absence from service for any other cause except as set forth above
18 will result in breaking continuity of service.

19 **SECTION SEVEN. Income Sources**

20 Any salary paid to an employee in the city service shall represent the total remuneration for
21 the employee, excepting reimbursements for official travel and other payments specifically

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1 authorized by ordinance. No employee shall receive remuneration from the City in addition to the
2 salary authorized in this ordinance for services rendered by the employee in the discharge of the
3 employee's ordinary duties, of additional duties which may be imposed upon the employee, or of
4 duties which the employee may undertake or volunteer to perform.

5 Whenever an employee not on an approved, paid leave works for a period less than the
6 regularly established number of hours a day, days a week or days bi-weekly, the amount paid shall
7 be proportionate to the hours in the employee's normal work week and the bi-weekly rate for the
8 employee's position. The payment of a separate salary for actual hours worked from two or more
9 departments, divisions or other units of the City for duties performed for each of such agencies is
10 permissible if the total salary received from these agencies is not in excess of the maximum rate of
11 pay for the class.

12 **SECTION EIGHT.** Conversion

13 (a) All pay schedules in Section 3(a) shall continue in effect until the pay period starting
14 December 24, 2006, at which time the rates to be paid to employees in positions of any class for
15 which a rate is established or changed in Section 3(a), of this ordinance shall become effective and
16 be adjusted as follows:

17 (1) The salary of each employee whose pay range is established in Section 3(a) of this
18 ordinance and whose class title remains unchanged or whose class title is changed to better describe
19 his/her position, without a substantial revision in the class of position shall have their current salary
20 increased by a factor of three percent (3%), rounded to the nearest whole dollar, as determined by

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1 the Appointing Authority. This provision shall not apply to employees whose rate is deemed to be
2 above the maximum of the new range as a result of demotion or reallocation. No employee shall be
3 compensated at a rate above the maximum of the new salary range except as provided in below.

4 (b) No employee shall be reduced in salary by reason of the adoption of the new pay
5 schedules in this ordinance.

6 (c) The Appointing Authority may establish a special conversion procedure for a class or
7 position in the event that the Appointing Authority determines that a serious inequity would be
8 created by the application of the conversion procedures established in this Section.

9 **SECTION NINE.**

10 Full-Time employees paid on a bi-weekly rate basis who are regularly scheduled to work an
11 average of eighty (80) hours bi-weekly and who are employed on December 24, 2006, shall have
12 eight (8) hours of compensatory time “**Personal Leave**” added to their balance on that date. These
13 hours of compensatory time must be taken between December 24, 2006, and December 31, 2007,
14 and shall be taken as paid-leave time off and may not be granted as pay.

15 **SECTION TEN.** Whenever the Appointing Authority finds it necessary to add a new class or
16 reallocate the grade of a class of position in the classification plan, the appointing authority shall
17 allocate or reallocate the class to an appropriate grade in this ordinance, and notify the Board of
18 Aldermen of this action.

19 **SECTION ELEVEN.**

20 The passage of this ordinance being deemed necessary for the immediate preservation of the
21 public peace, health and safety, it is hereby declared to be an emergency measure and the same shall

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1 take effect and be in force immediately upon its approval by the Mayor.

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